



## Apprenticeship Programs

The APCA will be hosting apprenticeship programs for 4 career paths, including:

- (1.) **Certified Medical Administrative Assistant (CMAA)**
- (2.) **Certified Billing & Coding Specialist (CBCS)**
- (3.) **Certified Clinical Medical Assistant (CCMA)**
- (4.) **Community Health Worker (CHW)**

Of these programs, the CMAA, CBCS, and CCMA programs will all end in a certification through National Healthcareer Association (NHA). The CHW program will include a competency based certificate issued through the Department of Labor. APCA will begin the second pre-apprenticeship course in the fall of 2017 with the second cohort of registered apprentices.

**There are numerous benefits to both CHCs and individual participants for being a part of the apprenticeship program, including:**

- The APCA Apprenticeship Program for all four career paths is delivered via distance technology. Apprentices live and work in their communities during the program.
- The CHC may be eligible to receive funding (*up to \$4K*) to offset the costs of mentoring CMA and CHW apprentices.
- The participant will receive study materials (either books or electronic materials) to prepare for exam free of charge.
- The participant will receive peer support and networking with other apprentices through the program.
- Travel to Anchorage and the cost of the certification exam will be covered by the APCA through the apprenticeship grant for the first exam.

### **Eligibility and Requirements:**

- Individual must have a high school diploma or GED.
  - Individual participants *must* have an employer sponsor.
  - Individual participants may apply to have previous work experience count towards on the job requirements.
  - Apprentices must have a supervisor and/or that oversees their work as a component of the program. The mentor may be a provider that would be overseeing that individual's work as an employee anyway. The mentor will be provided through distance technologies for BCS and MAA.
  - APCA has funding for this program through 2018. As long as a potential apprentice can get enrolled in the program within that time frame, they should be able to participate (in accordance with other eligibility requirements). Enroll early to reserve your spots!
  - The certification you will receive is a certification through the National Healthcareer Association (NHA), a national organization. Per NHA's website, "NHA's certification exams are accredited through the National Commission for Certifying Agencies." For more information on the NHA component, please visit their website at: <http://www.nhanow.com>
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**Other things to consider:**

- Going on leave for a period (*maternity, medical or family*) does not disqualify individuals from participating in the apprenticeship program.
- There are multiple options that could be a good fit for staff at the beginning of a career including: the CBCS, CMAA, or CHW programs (*many people who are currently working in Outreach & Enrollment are considering the CHW path*).
- This program will cost you significantly less than taking classes through a university, since the costs of both the certification, the study materials, and the travel to Anchorage to take the test are free. Instruction, office hours and mentorship are all distance delivered.

Want to learn more about all the APCA apprenticeship programs or be informed when the training is available? Contact Cherise Fowler, Apprenticeship Training Coordinator, [cherisef@alaskapca.org](mailto:cherisef@alaskapca.org) or 907.929.2739.